



## Ector County Independent School District

### TRAVEL PROCEDURES

#### EMPLOYEE ONLY or STUDENT GROUP TRAVEL

ECISD travel guidelines are based off the state of Texas guidelines. Please also refer to [Texas Administrative Code § 5.22](#) for additional information.

Travel Procedures and forms are located on the Purchasing Department's website under the [Travel and P-Card](#) section. Refer to the Travel Checklist for assistance with information needing to be gathered. Click on the Travel Request Form; enter applicable information in the fillable PDF sections (do not edit) and print or save the form to your computer. List all travel related information whether you are paying with personal funds and will be reimbursed, using a P-Card, paying to a vendor, and/or requesting for a check advance. Complete a requisition for ALL payments either to vendor, JP Morgan Chase Bank v#1678 for P-Card transactions, or employee for advance or reimbursement. Do not select P-Card for payment if you do not have a P-Card. If employee would like to obtain a P-Card, follow separate instructions to request.

Complete Travel Request Form in advance to obtain supervisor approval. In order to provide ample time for processing, Travel Request Requisitions should be submitted at least 3 weeks prior to departure date. Once the Travel Request Form and requisitions have been completed, approved, and processed, the approved P-Card amount will be loaded with appropriate amounts or checks will be provided as requested. Employee will be advised by email so that registrations and reservations can be made. Copies of supporting documents and receipts should be provided with Travel Request Form and retained to submit with Travel Settlement within 10 days of return from travel. Once the Accounting Office has reviewed the Travel Settlement Form, they will inform the employee of the amount to refund to ECISD or will prepare a check to reimburse employee.

Ensure all necessary tax exemption certificates are printed and presented to vendors to ensure applicable tax is not charged.

- Texas Sales and Use Tax Certificate (parking, group meals)
- Texas Hotel Occupancy Tax Exemption Certificate (state hotel tax)
- Texas Motor Vehicle Sales Tax Exemption Certificate (rental car tax)

#### TRAVEL REQUEST FORM

**Complete top section entirely:** Include all information to include time and dates as requested. Extended dates for personal reasons should be noted as such in the Trip Notes section. Personal expenses incurred will not be reimbursed. Student group travel is to be accompanied by a list of all adults (sponsors/coaches/chaperones) and students traveling. Account codes with Object 6411 are for staff only travel and Object 6412 is for student group travel (adults included).

#### Mileage:

Include mileage of a personal vehicle from Odessa to the destination city. Submit with a Google Maps attachment reflecting the miles city to city for the travel. Include total miles on Form and multiply by the current IRS rate. With the exception of tolls and parking expenses, the mileage rate is inclusive of all expenses associated with the operation of the employee's personal vehicle.

**Registration Fee:**

Complete registration information. Complete conference specific registration form. If registration needs to be paid in advance, registration form must be sent to Accounting for payment. Include all conference and workshop information and schedules. If there is a membership coinciding with travel, use account codes with Object 6495 for the membership portion. All education service center (Region 18, 13, 11, 9, etc.) registrations should be charged to 6239 regardless of the classes for teachers or admin being in person or virtual.

**Meal Per Diem:**

Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> and key in the city and state to get the current GSA amount allowed; print out and include. The maximum amount for a day cannot exceed the per diem rate for the month of travel. Complete the appropriate lines noting the date, applicable amounts, and number of travelers. Add amounts and fill in total for GF or SRF. Per the IRS, only 75% of the per diem rate is allowed on the first and last day of travel and for a day trip when the employee is traveling 12 or more hours. If meals are provided at hotel or during workshop or conference, no per diem amount is provided for that meal. During day travel with students, adults who do not qualify for per diem (<12 hrs) will be given the student meal rate.

- Day travel - \$35 a day, \$8 for breakfast, \$12 for lunch, \$15 for dinner.
- Overnight travel – adults will receive GSA rate based on event city; students will receive \$35 a day, \$8 for breakfast, \$12 for lunch, \$15 for dinner.

**Lodging:**

Complete lodging information. Always attempt to follow the General Services Administration (GSA) rate as that is the expected rate provided by the government and for use by governments to ensure good stewardship of taxpayer funds. Request the government rate if it is lower than the best rate available. Complete the GSA rate and the room rate (includes cleaning and service fees if separated) you intend to expend. Include all potential taxes including the state hotel tax since lodging facilities place a hold on P-Cards for the full maximum they might charge. The most economical rate available should be used. Provide a copy of the lodging confirmation along with all hotel information and amenities.

**Plane Fare:**

Complete request form information. Print a copy of itinerary with amounts. All airfare quotes obtained must be the lowest and most economical tickets available. Upgrades (e.g. "Business Class") of any kind, are not permitted for any ECISD employee using state, local or federal funds. If a P-Card with ECISD funds is used for flight upgrades, the employee will be responsible for repaying the district for all upgrade charges made to flight. Flights must be booked in a timely manner, at least three weeks in advance if possible, showing due diligence on the traveler's part to obtain good airfare prices. If an unavoidable purchase is needed due to availability, and no other seats are offered, documentation from the airline must be submitted. These purchases include, but are not limited to, cancelled flights, cancelled trip, leaving or returning early to or from travel destination, and/or changes to flight details resulting in increased costs.

**Traveling using the Travel Agency:**

You are not required to use the travel agency, but if you do, please note that National Travel Systems has a 24-HOUR TURNAROUND. Contact National Travel Systems at [info@nationaltravelsystems.com](mailto:info@nationaltravelsystems.com); give them the information. National Travel will then send you a quote. If you agree with the quote which includes a service fee, you will advise National Travel to move forward by issuing an itinerary which will be emailed to both you and to the ECISD Travel Administrator. If you have several people traveling together, you may prepare one requisition for all traveling. Please list each person flying and attach each individual itinerary to requisition. Once the requisition is approved and converted, Purchasing will contact National Travel Systems to give them the PO number and to move forward by issuing a ticket. **PLEASE DO NOT CONTACT NATIONAL TRAVEL WITH PO NUMBER.** Provide copy of travel itinerary.

**Car Rental:**

Complete requested information. Provide a completed copy of the rental car agreement. If district vehicles are needed, contact the Transportation Department.

**Parking/Taxi/Uber:**

Include estimates of airport parking, hotel parking, taxi and Uber/Lyft if necessary. Airport and hotel parking must be the most economical options. Taxi/Uber/Lyft may be used in lieu of airport parking ONLY if it is less than the number of days at the economy lot rate. Taxi/Uber/Lyft during the travel dates must be reasonable; IE: to/from hotel & airport, to/from hotel & event venue, or to obtain meals. ECISD will not reimburse Uber/Lyft reservation or cancellation fees. Tips will be reimbursed per ECISD policy.

**Other Expenses:**

May include items such as gas for rental car, luggage fees for airline, or tips. Include description on form and any documentation applicable. Baggage fees for two bags may be reimbursed per trip. Tips will be reimbursed at a maximum of \$15.00 per day with the exception of automatic gratuities added to large parties. Large parties without an automatic gratuity may be reimbursed up to 15% group tip. Additional fees will be reviewed on a case by case basis with appropriate supporting documentation.

**Approvals:**

- Employee should complete form, sign, date, provide all support, and submit to supervisor for approval and signature. Travel Request Forms will not be accepted without required signatures.
- Supervisors will review and approve or deny requests and remit back to employee.
- If travel is to be paid with federal funds or state comp ed funds, the Travel Request Form is to be submitted to the Federal & State Programs Department for review and approval. If other Special Revenue Funds are used, the Travel Request form will need to signed by the Director overseeing those funds.
- Federal Programs Department should remit back to employee.
- Employee should ensure requisitions are prepared and copies of documents scanned into the MUNIS system.
- Employee should email [travel@ectorcountyisd.org](mailto:travel@ectorcountyisd.org) to inform them of requisition number and P-card advancements needed.
- The Purchasing Department will verify supporting documentation and approve requisitions and load P-Card.
- Accounting will issue advancement check along with tax exemption forms.

**TRAVEL SETTLEMENT FORM**

After the trip, the travelling employee is to **complete the Travel Settlement Form and submit it to the Accounting office within 10 days**. Receipts must be attached for any expenditures other than meal per diems. If meals are group meals, an itemized listing of each item purchased must be provided. The Purchasing and Accounting Departments have 10 days after receipt of settlement to review and inform the employee if they owe funds or if funds are owed to the employee.

**Complete top section entirely:** Include all information to include PO or Req number, departure/return dates and times, name of event & location, and event start/end dates and times. Student group travel is to be accompanied by a list of all adults (sponsors/coaches/chaperones) and students traveling. Account codes with Object 6411 are for staff only travel and Object 6412 is for student group travel (adults included).

**Expense Type:** Enter the PO numbers for any items that were pre-paid to a different vendor; registration, student meals on a p-card, plane fare, or car rental.

**Column A:** Enter in the amounts received via check in advance, which may differ from the requested amounts if changes needed to be made. Do not include amounts requested on the P-Card in this column. Enter in the total amount of the check received prior to the trip.

**Column B:** Enter in the actual amounts used on the trip based on the included receipts. Use this column for items that will be reimbursed after the trip, such as airfare. Do not include P-Card amounts in this column. Enter in the total amount of actual expenses.

**Column C:** Enter in the actual amounts used with the P-Card based on the included receipts. Enter in the total amount of actual P-Card expenses.

**Funds Used:** Place a check mark in the box for the type of funds used for each item; General Fund (GF) or Special Revenue Funds (SRF).

**Other notes/explanation:** Use this space for additional information about the trip or receipts.

**Total Cost of Trip:** This is the combined total of Columns B & C.

**Types of Receipts needed (items marked with \*) See breakdowns listed above in the Travel Request Form sections for allowable expenses:**

**Registration:** Must show proof of payment.

**Meals – student grp:** Must be itemized receipts and/or signature list.

**Lodging:** Must include name of traveler, room number, dates of stay, itemized listing of charges and proof of payment.

**Plane Fare:** Must include name of traveler, flight itinerary, itemized listing of charges and proof of payment.

**Car Rental:** Must include name of traveler, dates of rental, itemized listing of charges and proof of payment.

**Parking/Taxi/Uber:** If parking is not on hotel receipt, ticket stubs from automated machines and taxis are sufficient. Uber/Lyft receipts must include dates, times and locations of pick-ups & drop-offs.

**Other:** Requires an explanation in the Notes section and itemized receipts for all amounts listed.

If the total of column B minus the total of column A is less than zero then that amount is due back to ECISD. The funds may be turned in with the settlement, but please be aware that an additional amount may be due based on the reviews from the Purchasing and Accounting departments. The traveler will be contacted via email by the ECISD Bookkeeper once the final amount is determined.

If the total of column B minus the total of column A is greater than zero then that amount is due back to the traveler. Please be aware that the amount may change based on the reviews from the Purchasing and Accounting departments. If the difference is significant, the traveler will be contacted via email with an explanation of the change. The traveler will be contacted via email by Accounting when the reimbursement check is available for pick-up.

**Signatures Required:** All settlement forms must be signed by the traveling employee and their immediate supervisor. Settlement forms for trips using Special Revenue Funds require a third signature from the Director overseeing those funds. Settlement forms will not be accepted without all required signatures.